ADMISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Editor

DEPARTMENT: School of Law, Lincoln Center

The Senior Editor leads the development of high-quality communications at Fordham Law School – including the Fordham Lawyer, written speeches, digital stories, etc. This individual sets, refines, and reinforces the school’s voice and strengthens its reputation.

RESPONSIBILITIES:

- Act as a key member of the Fordham Law marcom team and collaborates closely with senior designer/art director
- Manage implementation of communications and marketing strategy for the Law School
- Supervise part-time and freelance writers, freelance photographers, agency partners
- Cultivate trusted relationships with “clients” to create useful, effective marcom product
  - Clients: alumni relations, development, admissions, career planning, centers and institutes, clinics, public programs, and student affairs
- Serve as editorial lead on internal and external marcom efforts aimed at motivating key audiences
  - External: alumni, peers (at other law schools), prospective students, influencers
  - Internal: students, faculty, administrators, colleagues at other Fordham schools
- Manage organization’s voice by crafting/editing communications to ensure consistent style/message
- Significant ongoing projects:
  - Create and maintain the story pipeline: vet and prioritize stories coming over the transom and proactively mine for stories that serve strategic priorities
  - Serve as editorial lead on The Fordham Lawyer magazine (twice a year as a print and digital publication). Develop magazine content plan, lead editorial committee, manage content contributors: part-time writers, freelancers, photographers, and proofreaders
  - Write speeches and talking points, primarily for the dean but occasionally for other leaders
  - Update the Law School’s newsroom and key portions of the website
  - Create/oversee the creation of multimedia content used across digital, social, email
  - Edit social media content generated by marketing specialist and writing staff
- Additional responsibilities:
  - Occasionally assist with public relations by collaborating with senior director and PR agency
  - Attend and report on select key Law School events
  - Develop/refine systems for managing projects
- Act as brand steward: develop and foster Law School and University editorial and brand elements
- Lead implementation of service standards and brand guidelines including for project management and client liaison tasks such as creative briefs, proof review, and feedback/assessment
- Role reports to the senior director of communications and marketing
QUALIFICATIONS:
- Bachelor’s degree required; Degree in Journalism, Marketing, Communications/PR preferred
- 7–10 years of work experience demonstrating progressive responsibility in communications roles
- A passion for the Law School’s mission and the day-to-day work
- Strong writing, editing, and research skills
- Clear evidence of creativity and strategic, brand-aligned communication
- Demonstrated ability to foster cooperative environments and work in a collegial fashion
- Ability to juggle priorities, stay flexible, and manage projects from inception to completion
- High energy, positive attitude, takes initiative
- Strong work ethic and a “growth mindset” – an orientation towards trying new things, innovating
- The ability to proactively apply knowledge of emerging trends and technology to the work
- Attention to detail and an eye for compelling facts
- Familiarity with Adobe Creative Suite, web content management systems and Wordpress

SALARY: Commensurate with experience

START DATE: ASAP

FLSA CATEGORY: Exempt

SEND LETTER AND RESUMES TO: Victoria Grantham
vgrantham@fordham.edu

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